

POSITION SCHEDULE CHARTS

(Attachments and/or information pertaining to proposed Position Schedule Bond)

1. Chart showing symbol for each geographic location (employees heretofore bonded by both Fiscal and Finance Divisions)
2. As above (bonded by Fiscal Division only)
3. As above (bonded by Finance Division only)
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4. Chart showing only [REDACTED], "Field, U. S.", or "Field, Foreign" as geographic location (employees heretofore bonded by both Fiscal and Finance Divisions)
5. As above (bonded by Fiscal Division only)
6. As above (bonded by Finance Division only)
7. Description of duties and functions of employees to be bonded (for attachment to whichever chart or charts is adopted)
8. Locations of offices shown in 1, 2, and 3 (NOT for presentation to bonding company)

POSITION SCHEDULE CHART

LOCATION	AGENT CASHIER \$200,000.	AGENT CASHIER \$50,000.	REGIONAL DISBURSING OFFICER \$25,000.	ASST. REGIONAL DISBURSING OFFICER \$10,000.	CERTIFYING OFFICER \$5,000.	IMPREST FUND CASHIER \$5,000.	TOTALS	PREMIUM
Headquarters							59	
J. S. Field Base #1	7		4	10	34	4	2	
U. S. Field Base #2			1	1	1	2	2	
#3						2	2	
#4						1	2	
#5						1	1	
#6						1	1	
#7						1	1	
#8						1	1	
#9						1	1	
#10						1	1	
#11						1	1	
#12						1	1	
#13						1	1	
#14						1	1	
#15						1	1	
#16						1	1	
Foreign Area							3	
A				2	1	1	3	
B				1	1	1	3	
C				1	1	1	3	
D				1	1	1	3	
E				1	1	1	3	
F				1	1	1	3	
G				1	1	1	3	
H				1	1	1	3	
I				1	1	1	3	
J				1	1	1	3	

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POSITION SCHEDULE CHART

LOCATION	AGENT CASHIER \$50,000.	ASST. REGIONAL DISBURSING OFFICER \$10,000.	CERTIFYING OFFICER \$5,000.	INTEREST FUND CASHIER \$5,000.	TOTALS	PREMIUM
Headquarters						
U.S. Field Base #						
2		1	5	44	9	1
3				2	1	2
4				2	1	2
5				1	1	2
6				1	1	2
7				1	1	2
8				1	1	2
9				2	1	2
10				1	1	2
11				1	1	2
12				2	1	2
13				2	1	2
14				1	1	2
15				1	1	2
16				1	1	2
Foreign Area						
C			3		3	1
F			1		1	3
M			3		3	2
W			2		2	3
X			2		2	3
Y	1		2		3	2
BB			2		2	3
TOTALS	1	1	20	1	49	

POSITION SCHEDULE CHART

<u>LOCATION</u>	<u>AGENT</u>		<u>REGIONAL</u>		<u>ASST. REGIONAL</u>		<u>CERTIFYING</u>		<u>TOTALS</u>
	<u>CASHIER</u>	<u>\$200,000.</u>	<u>DISBURSING OFFICER</u>	<u>\$25,000.</u>	<u>DISBURSING OFFICER</u>	<u>\$10,000.</u>	<u>OFFICER</u>	<u>\$5,000.</u>	
Headquarters	7		4		10		29		50
U. S. Field Base #1			1				1		2
U. S. Field Base #2			1				1		1
Foreign Area -- A					2		1		3
B					2		1		3
C					1		1		2
D					1		1		2
E					1		1		2
F					1		1		2
G					1		1		2
H					1		1		2
I					1		1		2
J					1		1		2
K					1		1		2
L					1		1		2
M					1		1		2
N					1		1		2
O					2		1		3
P					3		1		4
Q					3		1		4
R					3		1		4
S					3		1		4
T					1		1		2
U					1		1		2
V					2		1		3
W					5		1		10
X					2		1		3
Y					2		1		3
Z					2		1		3
AA					1		1		2
BB					62		68		130
TOTALS --	1	7	1	6	62	68	1	2	143

POSITION SCHEDULE CHART

<u>POSITION</u>	<u>BOND COVERAGE EACH EMPLOYEE</u>	<u>OFFICES</u>		<u>TOTALS</u>	<u>PREMIUM</u>
		<u>FIELD (U.S.)</u>	<u>FIELD (FOREIGN)</u>		
Agent Cashier	\$ 200,000.00	7	1	7	
Agent Cashier	50,000.00	4		6	
Agent Cashier	25,000.00	2			
Assistant Disbursing Officer	10,000.00	1	52	63	
Assistant Disbursing Officer	5,000.00	1	53	88	
Assistant Disbursing Officer	5,000.00	22	1	27	
Verifying Officer		4			
Imprest Fund Cashier		59		192	
TOTALS - -		26	107		

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POSITION SCHEDULE CHART

<u>POSITION</u>	<u>BOND COVERAGE EACH EMPLOYEE</u>	<u>OFFICES</u>		<u>TOTALS</u>	<u>PREMIUM</u>
		<u>FIELD (U.S.)</u>	<u>FIELD (FOREIGN)</u>		
Agent Cashier	\$ 50,000.00		1	1	
Asst. Regional Disbursing Officer	10,000.00	1		1	
Certifying Officer	5,000.00	22	15	20	
Imprest Fund Cashier	5,000.00	4	1	27	
TOTALS - -		23	17	49	

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POSITION SCHEDULE CHART

<u>POSITION</u>	<u>BOND COVERAGE EACH EMPLOYEE</u>	<u>OFFICES</u>		<u>TOTALS</u>	<u>PREMIUM</u>
		<u>FIELD (U.S.)</u>	<u>FIELD (FOREIGN)</u>		
Agent Cashier	\$ 200,000.00	7		7	
Regional Disbursing Officer	25,000.00	4	2	6	
Asst. Regional Disbursing Officer	10,000.00	10		62	
Certifying Officer	5,000.00	29	1	38	
TOTALS - -		50	3	90	143

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DESCRIPTIONS OF DUTIES AND FUNCTIONS
OF EMPLOYEES TO BE BONDED

Agent Cashiers:

Employees designated to receive and disburse the official funds of the Agency. They are appointed by the Secretary of the Treasury, who also establishes the maximum advance balance which may be maintained by each Agent Cashier.

Regional Disbursing Officers:

Employees designated by the Comptroller to disburse monies in accordance with laws and regulations.

Certifying Officers:

Employees having primary responsibility for ensuring that official funds are disbursed and expended in accordance with the technical policies and procedures prescribed in Agency regulations.

Imprest Fund Cashiers:

Custodians of official funds advanced for the purpose of providing for payment of items of expense of an extraordinary or emergency nature.

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